

**ACRL/NEC Board Meeting  
Meeting Minutes  
March 14, 2006  
University of Massachusetts Medical School, Worcester, MA**

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**Attendees:** See Attachment A: Board Meeting Attendance. There was a quorum.

**1. Call to Order, Welcome and Introductions:** Copies of the agenda were distributed as needed. Special thanks were given to UMass Medical School for hosting the meeting. Meeting attendees introduced themselves.

**2. Board Approvals Since August 2006 Meeting:**

- Board minutes of January 9, 2007 were approved and posted to the web site.

**3. Comments on SIG and Committee Reports**

SIG Chairs submitted written reports to the board before the meeting and have been posted to the chapter WIKI. The following reports were discussed:

*Communications:* Discussion of hosting options for the chapter website and listserv will be postponed until a member of the Communications can be present to present the committees finding

*Member at Large (Sandra):* Sandra Rothenberg asked who can cover listserv responsibilities while she is on vacation in May. Arrangements will be made with Communications Committee for ensure coverage.

*Membership:* Kendra St Aubin was not present at the meeting. Christine Turner reported that Kendra has been working hard to straighten out the membership lists. Christine will be working on the chapter's Annual Report for ACRL National and will be including updated membership numbers. This should help the chapter to get the reimbursement from National for local members.

*Nominating:* Colleen Anderson reported the ballot is up and the response rate is very good for both print and electronic voters. Votes will be counted the week of March 19<sup>th</sup> and winners notified April 1<sup>st</sup>.

**4. Campus Advocacy:** Christine mentioned there is a pre-conference at ACRL in Baltimore on campus advocacy. She will be attending this conference. They will be offering scholarships to run local programs. More information on the application process is forthcoming.

**5. Depository Program:** Louise Buckley pointed out that six state universities will be celebrating 100 years as members of the federal depository program and recommended that the chapter recognize these libraries in some way. Suggestions included sending a letter to the director, article in the newsletter and submit announcement to ALA's newsletter or their e-mail announcement, a public thank you at the June Annual Meeting and an announcement on the chapter website. A discussion followed asking if this would be an ongoing recognition and who would monitor who has reached the 100 year mark. Louise offered to get the initial list together and then it would be maintained by the member at large.

**Motion:** Six academic libraries in New England are celebrating their centennial anniversaries as federal depository libraries. As part of land-grant institutions, they were designated federal depositories in 1907:

- Homer Babbidge Library, University of Connecticut
- Raymond H. Fogler Library, University of Maine, Orono
- W.E.B. DuBois Library, University of Massachusetts Amherst

- Dimond Library, University of New Hampshire
- University Library, University of Rhode Island
- Bailey/Howe Library, University of Vermont

The ACRL/NEC Board recognizes and applauds the commitment and work of these libraries over the past one hundred years in providing no-fee access to the wide range of documents, databases, and information published by all branches of the U.S. government. All participants in the Federal Depository Library Program play a vital role in sustaining the informed citizenry that is necessary for a vigorous democracy, economy, and culture. The ACRL/NEC Board wishes these libraries all the best as they move into their second century of service as federal depository libraries. – **Approved.**

Letters will be drafted by Christine and sent to each Library Director, documents librarian, and University President.

- 6. Insurance and Contracts:** Christine reported the insurance policy has been renewed; she is just waiting for a copy of the policy. For future reference, a renewal notice was not sent out. Schools that require insurance were added to the policy at a cost of \$33 each. It was suggested that the planning guide for SIG chairs and conference planners be updated to include information about insurance coverage. This information will be updated distributed at the June board meeting.
- 7. Treasurer's Report:** Marilyn Steinberg distributed and reviewed the report covering July 1, 2006 to March 11, 2007. Ending balances were \$15,975.92 in the checking account and \$6,599.62 in the certificate of deposit. Marilyn reviewed the remaining items on the report with the board, including the few conference donations that she has already received and the bank fee for a stopped check. It was also pointed out that the board meeting expenses were higher than in the past because the board has been paying for lunch. The chapter also received \$412.87 from National.

Marilyn also announced that Kathleen Gehring from Connecticut College has completed her outside review of the ACRL/NEC books.

**Motion:** To acknowledge Kathleen Gehring as Auditor a letter of appreciation and \$50 Border's card be sent. **Approved.**

**8. Annual Conference:** Judy Pinnolis reported the planning is moving forward. Registration is up and running (limit 210). Speakers have all been contacted and arrangements have been made. Meeting announcements have been sent out and the web site with the agenda is up and running. Judy is making final preparations for AV requirements and may be able to arrange for the speakers to be video taped. Suggested from the board included having a person dedicated to taking pictures on the day of the conference.

- 9. Awards and Scholarships** Nancy George submitted for review a draft application for the scholarships that were approved at the November 2006 board meeting:
- Annual Chapter Conference – Student (6)
  - Annual Chapter Conference – Librarian (6)
  - ACRL National Conference
  - Continuing Education
  - Best Paper Award

There was a discussion of when the applications would be due. The time should allow for students to have the required documentation, but also allow time for people to qualify for early registration rates. Other questions included: should all the applications be due at the same time, and should the students write a short paragraph. Other issues came up as well: funding the scholarships over time and will a special committee be formed to review applications. The board brainstormed many ways to raise money for scholarships such as donations at renewal or meeting registrations. The next step

is to clean up the forms and then work on publicity. However for this year the chapter will continue to work with the library schools to recommend a student attend the annual conference.

**10. New Banner:** Sandra showed the board the two banners that she had made up since the last board meeting. There are two sizes: \$80 for the large and \$32 for the small. It was suggested that each SIG would get a small banner to be displayed at their meetings. The large banner will be used at the Annual meeting.

Motion: Four more small banners (30X24) be made and distributed to SIG chairs. **Approved.**

**11. Future Meeting Dates/Locations:**

June 1, 2007	Annual Conference / Business Meeting – Brandeis University
June 18, 2007	Annual Board Retreat - Franklin Pierce College

**Submitted By:** Mary Piorun

**Attachment A: Board Meeting Attendance**  
**Meeting Date: March 14, 2007**

**Officers**

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President	Christine Turner
Vice President	Judith Pinnolis
Past President	Nancy George
Secretary	Mary Piorun
Treasurer	Marilyn Steinberg
Member-at-Large	Sandra Rothenberg
Member-at-Large	Janet DiPaolo

**Committees and SIGs**

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Constitution & Bylaws Comm.	Louise Buckley
Membership Comm.	
Communications Comm.	
Continuing Education Comm.	Debbie Herman
Access Services	Eileen M. Cravedi
Collection Development	Jennifer Carroll
ITIG	Janice Schuster
LOCI	Jim Kinnie
NELIG	Kendall Hobbs
Preservation/Conservation	
Serials Librarians	
Women's Studies	
Nominating Comm.	Colleen Anderson

**Total Number of Voting Members: 14**

Quorum – simple majority of voting membership (10) with at least 4 officers, one of whom must be the president or the vice president.

**Quorum: Yes**

**Non Voting Board Members**

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Archivist	
Legislative Network Representative	Susanne Wones